

RECREATION THERAPIST, CORRECTIONAL FACILITY



OPEN, NONPROMOTIONAL – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is **JANUARY through DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local testing Offices. Candidates may only establish eligibility in one location. Application may be filed in person or by mail.

NOTE: Only applications with an original signature will be accepted.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) **As of: September 26, 2005**
Range A. \$2891 - \$3599
Range F: \$2409.17 - \$2999.17 (with 10-12 Pay Plan)

Alternate Range Criteria 47

Range A. This range shall apply to incumbents of positions who do not meet the criteria for payment of Range F.

Range F. This range shall apply to incumbents at Range A of a qualifying deep class and to incumbents of all other qualifying positions who elect to be employed and paid under the provisions of the 10-12 Pay Plan. The following formula shall be used to determine the gross amount of the monthly installment under the 10-12 Plan: Regular monthly salary times 10 divided by 12 equals 10-12 Pay Plan gross monthly installments.

Hiring Above the Minimum

All correctional institutions may authorize a “**Hiring Above the Minimum**” (**HAM**) salary differential. Extraordinary qualification, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “**HAM**” salary differential is applicable.

Recruitment and Retention (R&R) Bonus (as of 09/26/05)

- \$2,400 Annual Geographic Recruitment Bonus (limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison) payable after 12 months of full-time employment)
- \$700 monthly Recruitment and Retention Bonus (Pelican Bay State Prison only)
- \$1,000 monthly Recruitment and Retention Bonus (Correctional Training Facility and Salinas Valley State Prison only)
- \$200 monthly Recruitment and Retention Bonus (except Department of Corrections Headquarters positions) unless an existing higher R&R Bonus rate is received.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401K and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays (personal holiday available after six months of employment)
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- Paid Continuing Education
- Medical License renewal fee reimbursement
- Evening and Night Shift Differential Pay
- Institution Worker Supervision Pay Differential
- California Public Employees’ Safety Retirement System (Exempt from paying into Federal Social Security System)

BENEFITS
(CONTINUED)

Note: The compensation listed above may be changed as a result of legislation, revision to the Bargaining Unit 19 Memorandum of Understanding (MOU), or other State action. Should there be a conflict between this document and changes in the requirements of law, State policy, or Unit 19 MOU, the latter will control.

MINIMUM
QUALIFICATIONS

EDUCATION: Equivalent to graduation from a recognized college with major work in recreation or recreation therapy. The major must have included supervised field work. (Registration as a senior will admit applicants to the examination, but they must produce evidence of graduation or its equivalent and completion of the required field work before they will be considered eligible for appointment.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility including physically, mentally and developmentally disabled persons; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1.

Theory and practice of mental and physical rehabilitation of mentally, physically and developmentally disabled persons

2.

Therapeutic principles and techniques of group and individual activities used in recreation therapy, and skill in their application

3.

Various types of recreation and entertainment activities and providing leadership of these activities

4.

Basic pathology of diseases and disabilities resulting in psychological, physical or organic conditions of the patient

B. Ability to:

1.

Provide leadership of various types of recreation and entertainment activities

2.

Interpret recreation therapy activities to staff, health care providers, patients, and others

3.

Teach others basic activity skills

4.

Prepare reports and records to be included in medical files

5.

Analyze situations accurately and adopt an effective course of action

6.

Establish and maintain cooperative interrelationships with individuals and groups

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Recreation Therapist, Correctional Facility, under general direction, in a State correctional facility, leads, instructs, and encourages inmate patients in a program of individual and group activities of a physical, social, and cultural nature such as indoor and outdoor games and sports, dance, parties, dramatics, and special interest clubs; supervises entertainment and movies and assists in planning programs for special occasions; with the therapeutic team, plans treatment goals for specific patients; assists in coordinating recreation therapy with other therapeutic programs; as assigned, coordinates the activities program of a group of patients including simple crafts, games, social and musical activities, and instructs unit personnel in basic activity skills; observes patients' reactions and progress and records clinical notes to be included in medical files and prepares reports; orders supplies and equipment and cares for equipment and facilities; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others or to property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs; and does other related duties.

Positions exist throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS/ CAREER CREDITS	Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.

GENERAL INFORMATION

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employee who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). (Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.)

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

CALIFORNIA CORRECTIONAL
INSTITUTION
P.O. BOX 1031
24900 Highway 202
Tehachapi, CA 93581
(661) 822-4402 EXT. 4223
TDD: (800) 735-2929

CALIFORNIA INSTITUTION FOR MEN
P.O. BOX 128
14901 Central Avenue
Chino, CA 91710
(909) 597-1821 EXT. 4440
TDD: (800) 735-2929

CALIFORNIA INSTITUTION FOR WOMEN
P.O. Box 6000
Corona, CA 92878-6000
16756 Chino-Corona Road
Corona, CA 92880-9508
(909) 597-1771 EXT. 5530
TDD: (800) 735-2929

CALIFORNIA MEDICAL FACILITY
P.O. Box 2000
1600 California Drive
Vacaville, CA 95696-2000
(707) 453-7082
TDD: (800) 735-2929

CALIFORNIA MEN’S COLONY
P.O. Box 8101
Highway 1
San Luis Obispo, CA 93409-8101
(805) 547-7900 EXT. 7943
TDD: (800) 735-2929

CALIFORNIA STATE PRISON, CORCORAN
P.O. BOX 8800
4001 King Avenue
Corcoran, CA 93212-8309
(559) 992-8800 EXT. 5009
TDD: (800) 735-2929

CALIFORNIA STATE PRISON,
LOS ANGELES COUNTY
Attn: Personnel Office
44750 60th Street West
Lancaster, CA 93536-7620
(661) 729-2000 EXT. 5229
TDD: (800) 735-2929

CALIFORNIA STATE PRISON,
SACRAMENTO
P.O. BOX 290010
Represa, CA 95671-0010
(916) 985-8610 EXT. 5336
TDD: (800) 735-2929

CALIFORNIA STATE PRISON, SOLANO
P.O. BOX 4000
2100 Peabody Road
Vacaville, CA 95696-4000
(707) 451-0182 EXT. 5557
TDD: (800) 735-2929

CENTINELA STATE PRISON
P.O. BOX 731
2302 Brown Road
Imperial, CA 92251
(760) 337-7900 EXT. 5218
TDD: (800) 735-2929

CENTRAL CALIFORNIA WOMEN’S FACILITY
P.O. BOX 1501
23370 Road 22
Chowchilla, CA 93610-1501
(559) 665-5531 EXT. 5041
TDD: (800) 735-2929

KERN VALLEY STATE PRISON
3000 West Cecil Avenue
Delano, CA 93216
(661) 721-6300 EXT. 5602
TDD: (800) 735-2929

HIGH DESERT STATE PRISON
P.O. BOX 270220
Susanville, CA 96127-0220
475-750 Rice Canyon Road
Susanville, CA 96130
(530) 251-5100 EXT. 5633
TDD: (800) 735-2929
(PLEASE NOTE: THIS INSTITUTION
ADMINISTERS DELEGATED EXAMINATIONS
FOR CALIFORNIA CORRECTIONAL CENTER)

IRONWOOD STATE PRISON
P.O. Box 2229
19005 Wiley’s Well Road
Blythe, CA 92226
(760) 921-3000 EXT. 5403
TDD: (800) 735-2929

MULE CREEK STATE PRISON
P.O. Box 409099
4001 Highway 104
Ione, CA 95640
(209) 274-4911 EXT. 5261
TDD: (800) 735-2929

NORTH KERN STATE PRISON
P.O. Box 5007
2737 West Cecil Avenue
Delano, CA 93216-0567
(661) 721-2345 EXT. 5325
TDD: (800) 735-2929

PELICAN BAY STATE PRISON
P.O. BOX 7200
5905 Lake Earl Drive
Crescent City, CA 95532-7200
(707) 465-9028
TDD: (800) 735-2929

RICHARD J. DONOVAN CORRECTIONAL
FACILITY
480 Alta Road
San Diego, CA 92179
(619) 661- 7868
TDD: (800) 735-2929

SALINAS VALLEY STATE PRISON
P.O. BOX 1020
31625 Highway 101
Soledad, CA 93960-1020
(831) 678-5500 EXT. 5565
TDD: (800) 735-2929

SUBSTANCE ABUSE TREATMENT FACILITY
& STATE PRISON at CORCORAN
P.O. BOX 7100
900 Quebec Avenue
Corcoran, CA 93212-7100
(559) 992-7100 EXT. 5646
TDD: (800) 735-2929

VALLEY STATE PRISON FOR WOMEN
P.O. BOX 99
21633 Avenue 24
Chowchilla, CA 93610-0099
(559) 665-6100 EXT. 5603
TDD: (800) 735-2929